

Rachel Donahoe
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January 27, 2012

Susan Byorth Fox, Executive Director
Legislative Services Division
PO Box 201706
Helena, MT 59620-1706

Dear Susan,

I wish to be appointed as Montana's Commissioner of Political Practices. My strong leadership abilities, analytical nature and experience evaluating and applying state and federal law make me an excellent candidate for this position.

For the past year, I have been working as the program manager for the Montana Marijuana Program. I have brought leadership and stability to a work unit which has experienced a great deal of change. The endless stream of bills brought forth to revise the Marijuana Act during the 2011 legislative session gave me a fast lesson in interpreting Montana Law and quickly recognizing what different variations meant on a programmatic level. In addition to the experience I have gained through the session I also wrote emergency rules, administrative rules and revised the business processes of a unit which was charged with operating under a new set of laws with very little transition time. While it was not necessarily seamless, the transition did come off very well and I have wonderful employees to thank for that. I supervise four employees who, at times, struggled through the changes very much. It was difficult at best for my employees to accept new management and immediately accept a new way of doing things. I worked very hard to instill a shared vision and promulgate a sense of duty to our patients, providers and the people of Montana. Often, I feel the people get lost in translation in state government and we forget why we do what we do every day. When we remember who we are working for, our work becomes much more meaningful and in turn we remain dutiful.

My additional work experience includes managing a patient-centered medical home program for Montana Medicaid and working in direct service at Helena Food Share and God's Love Family Transitional Center. Working in direct service taught me many life lessons, not the least is that we can all effect change, if only for one person, which can make a positive impact on our world.

The office of the Commissioner of Political Practices appointment requires leadership and an unwavering dedication to the people of Montana. Preserving the integrity of the political process is the cornerstone of our legislative process. No doubt the technical aspects of this position would challenge

me, but I do not doubt my capabilities to fulfill the duties of the job. More than my current knowledge of political practices, I would bring to this appointment a proven dedication to service and to the people of Montana. My experience serving the people of Montana has instilled in me a duty to preserve the authenticity of practices which can truly effect change. Our political process is perhaps the most important of these practices. My leadership qualities in times of intense pressure have been challenged and I have proven I am capable. I am confident in my ability to lead and to serve as the next Commissioner of Political Practices of Montana. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Rachel Donahoe", with a stylized, flowing script.

Rachel Donahoe

Rachel Donahoe

Objective

Appointment as Montana's Commissioner of Political Practices

Experience

March, 2011 to present State of Montana, DPHHS Helena, MT

Montana Marijuana Program Manager

- Lead staff of four in managing the registry for the Montana Marijuana Program
- Write rules, policies and analyze, interpret and implement MCA as appropriate
- Respond to subpoenas and inquiries from legislators, press, public, clients, and law enforcement
- Work closely with IT professionals to design, test and implement system enhancements to the registry database.

September 2008 Montana Medicaid Helena, MT

Program Officer, Passport to Health Program

- Received a grant from the National Academy of State Health Policy to advance the medical home in Montana Medicaid
- Organized a stakeholders group of major payers, hospitals, providers and Montana's Insurance Commissioner to advance the medical home concept statewide.
- Provided training to providers statewide on primary care case management and medical home to realize positive medical outcomes and cost savings in the Montana Medicaid Program.

June 2007 to September 2008 God's Love of Helena Helena, MT

Program Manager, Family Transitional Center

- Worked with families in a case-management setting to offer support and guidance in order to permanently break the cycle of homelessness
- Wrote a grant and annual progress report to Housing and Urban Development to maintain program funding (I still write this grant and annual report for God's Love)
- Worked with a statewide continuum of care to address issues of homelessness

Education

May 2007 Carroll College Helena, Montana

Bachelors in Sociology

- Maxima Cum Laude, Honors Scholar's Program, Honors Thesis written

References

Dr Elizabeth Chute	Professor of Sociology	Carroll College	447-5414
Roy Kemp	Deputy Administrator	DPHHS	444-2868
Mary Noel	Bureau Chief	DPHHS	444-4146